

## AGENCY HR SERVICES – CONTACTS MEETING

*Wednesday, May 11, 2016, 9:00 a.m.*

### 9:00 – 9:10: Kathleen Kirkland

- Welcome;
- Introduction of the AHRS team, north and south (Angelica and Katie Ortiz, newest members);
- Contact Meetings will be held 3-4 times / year;
- Reminder: [AgencyHR@admin.nv.gov](mailto:AgencyHR@admin.nv.gov) is the best method of communicating with AHRS
- Topics of interest for next meeting: email – [kkirkland@admin.nv.gov](mailto:kkirkland@admin.nv.gov)

### 9:10 – 9:20: Christina Cole

- NEATS Changes: What to look out for when submitting a correction (handout).

### 9:20 – 9:35: Katie Rich

- Employee Evaluation NPD-15: Explanation of each section – what must be completed and by whom (handout);
- Please use the links on our website only, to ensure the correct version is being used.

### 9:35 – 9:50: Kathy Levell

- FMLA Notifications: Who is notified, and when.

### 9:50 – 10:05: Kendra Martin

- Workers' Compensation: New Drug Testing Memo;
  - o Who needs to go?
  - o Where to send an injured worker.
  - o Report work accidents in a timely manner.
- Reclassifications (NPD-19): Appointing Authority Signature;
  - o What is it and why is it needed?
  - o What if the Appointing Authority does not support the request?

### 10:05 – 10:20: Katie Ortiz

- Recruitment Process: from when it is received to when it is posted;
- Reminder: Importance of Termination/Transfer form (NPD-45) being sent to AHRS.
- List coding

### 10:20 – 10:35: Rachael Harris

- Auto Progressions: Procedure;
  - o When under-filling for an Admin Assistant, there is no need to test.

### 10:35 – 10:40: Hope DiBartolomeo

- Agency Outreach and Assignments: Who is assigned to who?
  - o Feedback, please email Kathleen at [kkirkland@admin.nv.gov](mailto:kkirkland@admin.nv.gov).

### 10:40 – 10:55: Gennie Hudson

- Supervisory Training and On-site Training;
- New form: NPD-45;
- New Posters: all agency locations must provide employees;
- Letterhead Updates: Please let AHRS know.

### 10:55 – Kathleen Kirkland

- Questions/Comments